



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

DEPUTY STATE FIRE MARSHAL II

Job Number: 20000806

Job Code: 32380V000101

Job Group: 3200 - PERSONAL SAFETY AND BUILDING INSP

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises employees, plans and coordinates the fire safety inspection and enforcement of applicable fire/life safety codes for a specific geographic region of the state, or serves as an assistant section supervisor in the Central Office; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have four years of experience in mechanical trades installation and/or four years inspection; and/or in skilled building trades; OR two years as a certified fire prevention inspector in a fire department; OR two years as an inspector with the Kentucky Department of Housing, Buildings, and Construction. OR Must have three years as a Fire Chief or a similar administrative position in a fire department supplemented by two years of experience as an inspector with the Kentucky Department of Housing, Buildings and Construction.

Substitute EDUCATION for EXPERIENCE:

An associate's degree or bachelor's degree in fire science technology, architecture, engineering or related field will substitute for the above experience. Education in skilled building trades will substitute for up to two years of the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Within six months of appointment, employee is required to successfully pass the Fire Prevention Inspector test administered by the Department of Housing, Buildings and Construction. <http://www.dhbc.ky.gov/default.htm>

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises employees and coordinates the inspection and enforcement activities within an assigned area. Monitors employee performance and prepares written evaluations. Evaluates and solves problems encountered during building surveys. Receives and responds to inquiries and complaints from design professionals, building owners, building officials, fire departments and the general public concerning fire and life safety matters in accordance with established policy. Performs facility surveys, investigates complaints and fire incidents. Performs facility inspection in a designated area. Monitors the activities of deputized fire departments. Responds to questions concerning code application and enforcement. Reviews daily, weekly and monthly activity reports. Reviews computer data regularly to ensure all facilities are being inspected promptly. Performs code analysis on burned structures in an effort to prevent similar occurrences. Conducts periodic training programs for subordinates, health and day care providers, civic organizations, etc. Prepares technical reports from facility inspections and fire investigation data. Monitors and maintains computer printouts and inspection records. Attends continuing education and training seminars on updated codes, regulations and state and national standards.

UNIQUE PHYSICAL REQUIREMENTS:

Job duties regularly require walking, climbing stairs and ladders, stretching, bending, lifting and crawling in attics and other limited spaces.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Daily travel within assigned inspection territory. Travels with occasional overnight trips.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.